



**MEMORANDUM**

**TO:** Charter School and Freeway School Principals and Administrators

**FROM:** Gary Wallyn, Director - Office of Accreditation and Awards

**RE:** 2009-10 Professional Development Program – Grant Application

**DATE:** May 22, 2009

**2009-2010 Professional Development Grant Application**

The department will review applications to ensure that the professional development program aligns with the objectives, goals and expectations of the School Improvement Plan. The State Board may approve a school's program only if the program meets the Board's core principles for professional development and the additional criteria listed on the application. The Department may make written recommendations for modification to the program to ensure alignment. The professional development funds must be used in accordance with ([IC 20-20-31](#)). The deadline for grant applications is **June 30, 2009**.

**NOTE:** Because the General Assembly has not yet approved and recommended a state budget to the Governor, the Department cannot provide the funding numbers that may be made available for the 2009-2010 school year.

**Directions for Completing the 2009-10 Professional Development Program – Grant Application:**

The 2009-10 Professional Development Grant Application can be accessed at [DOE Online](#):  
<https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=147>

- Your School Number and Pin will be required to access the form.
- After your application is completed and submitted to the DOE, you will receive a confirmation e-mail that it has been received, but not yet reviewed and approved.
- All schools that successfully complete the application process before the deadline will receive a second e-mail before August 1, 2009 that either confirms the approval of the grant or identifies areas of the application that require modification.

**Grant Requirements**

- [School Level Assurance Form](#)
- [Report of Grant Expenditures from 2008-09](#)
- Completed and approved [2009-2010 Professional Development Grant Application](#)
- Submittal of 2009 **DOE-PE** (Pupil Enrollment) as required

**The SIGNATURE PAGE IS A REQUIRED COMPONENT OF THE PROCESS.**

- The school **principal** must submit a [School Level Assurance Form](#) verifying that the professional development program complies with the Indiana State Board's core principles for professional development and was developed by the committee that develops the school's strategic and continuous improvement and achievement plan. (IC 20-20-31-5)
- The **exclusive representative(s)** must demonstrate support for the professional development program by signing **either** the corporation level assurance form that would be verification for all schools in the corporation **OR** can sign each individual school assurance form.
  - Mail both signed assurance forms to: **Accreditation Assurance Forms**  
Office of School Accreditation and Awards  
Indiana Department of Education  
151 West Ohio Street  
Indianapolis, IN 46204

**The deadline for submittal of the 2009-10 Professional Development Program-Grant Application (online), The Report of Grant Expenditures from 2008-09 (online) and the School Level Assurance Form (mail) to the Office of Accreditation and Awards is June 30, 2009.** If you have any questions concerning this process, you may contact the [Office of School Accreditation and Awards](#) at 317-232-9060 or 800-894-4044.